

## CHAPTER 6

### INPUT PROCESSING

#### A. OLIVE MODULE

The On-Line Interactive **Verifying Editor** (OLIVE) module of BASIS **is** the primary means used for adding new documents directly to the data base and modifying existing documents in this data base.

##### 1. Using OLIVE

A. Refer to Chapter 2 for detailed instructions to log on the system. On page 2-5, the computer prompts:

ENTER FUNCTION CODE OR PRESS RETURN FOR THE MENU:

Enter RETURN for a list of all of the choices available and to see the computer's response time. The response looks like this:

CODE		FUNCTION
----		-----
LOGOUT	-	LOGOUT
MAIL		<b>INFOMAIL</b> BOX
CPORTS	-	COMMUNICATION PORTS
SETUP	-	SETUP TERMINALS
BASIS	-	BASIS DATA BASE SYSTEM
BBASIS	-	SUBMIT BASIS BATCH JOB
<b>BQUIRKS</b>	-	BASIS QUIRKS
OLIVE	-	OLIVE RECOVER DOCUMENT
FTRANS	-	FILE TRANSFER
DSM		DATA SET MAINTENANCE
EDT		EDT EDITOR
BULLETIN	-	<b>INFOCEN</b> BULLETIN BOARD
PFL		FIX LOCKED OR DAMAGED PROFILE FILE
ROUTE	-	ROUTE LISTINGS TO RJE
PASSWORD	-	CHANGE PASSWORD
PHONE	-	PHONE UTILITY
DECNET	-	DECNET LINK
USERS	-	USER NAME ; ADDRESS; & PHONE <b>LIST</b>
AUTOBOOK	-	DAVA AUTOMATED BOOKING & DISTRIBUTION SYSTEM

ENTER FUNCTION CODE OR PRESS RETURN FOR THE MENU: BA

Enter "BA" and enter the RETURN key to enter BASIS. Your screen will be similar to this:

ENTER FUNCTION CODE OR PRESS RETURN FOR THE MENU:

WELCOME TO THE BASIS PRODUCTION SYSTEM (RELEASE I)  
BASIS 4.0R257.18 840224

PLEASE ENTER THE SPECIFICATION FOR THE DATA BASE YOU WANT TO USE  
/

Now to identify the data base desired, give an identification and another PASSWORD. The entry is placed after the "/" and resembles this:

PLEASE ENTER THE SPECIFICATION FOR THE DATA BASE YOU WANT TO USE  
/ D202, ID=ARMY, PW=TANK

The computer responds with:

DATA BASE D202 IS ONLINE  
THE LAST UPDATE WAS 850613 AT 222120  
1/

b. Use OLIVE only if you have the training and the special ID codes. The special ID code must be used when you are entering the data base. Instead of typing "ID=PRODUCTS," or any of the Service names, use your special ID after the "ID=" prompt. A PASSWORD also is required for the ID. The entry would look similar to D201, ID= (Special ID), or PW=(assigned PASSWORD). You enter OLIVE by simply typing:

1/ OLIVE

ENTER NEXT OLIVE COMMAND

The slash mark is the OLIVE prompt. You may only enter **commands** at this prompt.

Leaving OLIVE is simple. You simply type BASIS at the slash prompt. You will be returned to the normal BASIS operating mode.

2. OLIVE Options. In OLIVE, you may do one of two basic operations: Create a new document or modify a document already in the data base. OLIVE uses a "workspace" area in which the

editing work is done. You fill the workspace by either creating a new document or by calling in a document from the data base for purposes of modification.

After you have created a new document or made the appropriate changes in the existing document, you must remove the document from the workspace before you can create or modify another document. Your options for disposing of the document in the workspace will be discussed later. You may not exit OLIVE with a document still in the workspace: it must be "disposed of" first. (See paragraph B.5., Disposition of Documents, below.)

The MAKE command of OLIVE is used to cause a **new** document to be created. You must specify the accession number, or **RACNUM**, of a new document, for that is how the computer keeps track of the documents. These numbers will be provided to you if you have the authority to create new documents. In this example we will create a new document with the **RACNUM** of 123456.

1/ OLIVE

ENTER NEXT OLIVE COMMAND

/ MAKE 123456  
USER CREATED DOCUMENT - KEY 123456

OLIVE was entered by typing OLIVE. The computer responded by asking for the next OLIVE command and providing the slash prompt. The MAKE 123456 command told the computer to create a new document with a **RACNUM** of 123456 and the computer will **verify** that the document has, indeed, been created.

3. Entering Data. Whether you are creating a new document or adding data to an existing **one**, the procedure is basically the same. There are two main methods of entering data in fields which are empty: (1) **You** may use the PROMPT feature, **which** will automatically prompt you with the name of every field in the document or (2) you may specify individual fields by **entering** the field number after the PROMPT command.

Here is an example which will be explained step by step.

```

1/ OLIVE

ENTER NEXT OLIVE COMMAND
  / MAKE 123456
USER' CREATED DOCUMENT - KEY 123456

ENTER NEXT OLIVE COMMAND
  / PROMPT 11A
11A? 123456
      PROMPT 11B
11B? DD

```

First, we entered OLIVE and told the computer to make a new document with an RACNUM of 123456. Next we issued the PROMPT **command** and entered RETURN. The computer prompts "11A?" at which point the data are entered as in the example.

You do not need to use the plus sign at the end of lines here; simply continue typing when you are at the end of a line and the **computer** will continue on the next line. Note when using PROMPT, the computer will continue to prompt you to more data until you enter the **"STOP" command**.

PROMPT is the technique most often used for entering complete new documents. **IMPORTANT NOTE:** If you use PROMPT on a field" which already contains information, the material you add will be appended to the data already in the field.

4\* Modify a Document. As was pointed out in paragraph B.2, above, one way to modify an existing document is to issue the PROMPT command and specify the desired fields. This can be used to fill fields that were left blank when the document was first entered, or to add material to the end of a field which already contains information.

To modify a document in the data base, use the GET command to bring it into the OLIVE workspace. The GET command specifies the accession number or RACNUM of the document you wish to bring into the workspace. For example:

```

ENTER NEXT OLIVE COMMAND
  / GET '324081

```

There will be many times when you will want or need to see the information in your document. You may list all the fields in the record currently in your OLIVE workspace by entering:

/ SHOW

The SHOW command will display the entire DD Form 1995-2 or DD Form 2054/1 and /2. If you wish to see only specific fields:

```
          / SHOW RACNUM, I1A, I1D, I3A, I4C
RACNUM      2      32408
11A          5      709668
I 1D         6      AFIF 29857-42
13A         12      Unclassified
14C         22      CLEARED FOR EXHIBITION
```

This command format will list only the fields you have requested. Notice the line numbers **in** the middle column; you may use these at any time in OLIVE to refer to a field or line in a field instead of the field number.

This is valuable to allow you to check accuracy of input, spelling, etc. The line numbers may be used in commands to modify the document. You may **use**, for example, the number 5 instead of 11A. This is particularly useful if you want to modify a field which contains more than one line, such as the synopsis, (17) field on the DD Form 1995-2. Here, you could change only one line of that multi-line field by using its line number.

In OLIVE, the AT command is used to modify information in a field. The command can take several forms; the main ones involve deleting material and changing material. With the AT command, you may refer to the item you wish to change or delete either by field code; e.g., I4A, I7, or by line number; e.g., 20, 57, etc.

The AT command allows you to perform three functions: you may DELETE all or portions of a field; you may CHANGE a character or characters **in a field**; and **you may INSERT** additional **characters** in a field. These examples show how the AT command works:

ENTER NEXT OLIVE COMMAND  
/ AT 11a "124356" CHANGE "123456"  
CHANGES PERFORMED - 1

ENTER NEXT OLIVE COMMAND  
/ AT 12A BOL INSERT "TRAVEL"  
INSERTIONS PERFORMED - 1

ENTER NEXT OLIVE COMMAND  
/ AT 17 "SOUTHERN" INSERT "HEMISPHERE"  
INSERTIONS PERFORMED - 1

ENTER NEXT OLIVE COMMAND  
/ AT 17 "NORTHERN" DELETE  
DELETIONS PERFORMED - 1

In the first example, the CHANGE command is used to change the Standard Audiovisual Production Identification Number (SAVPIN) **number** "124356" to "123456" in field 11A. The items to be changed always need to be in quotes. The items used in the CHANGE command need not be the same length. Whatever is in the first set of quotes will be replaced by whatever is in the second. You must be careful though, always to include enough material within the first set of quotes so the computer will know by what you want to change. If **you** want to change the word "the" in a **field** to "an, " and there are more than one "the, " you had better include a few more words so the **computer** will know which "the" you are talking about.

The second example shows how to insert material in a field without changing what is already there. Here, we have inserted the word "travel" at the beginning of the line; that's what the "BOL " is for. In place of the "BOL, " we could use "EOL" to insert material at the end of the **line**; or we could have used **some** text in **quotes**, as in the next example. Here, we have inserted the word "hemisphere" to the right of the word "southern. " Insertions are always to the immediate right of the characters specified in the first set of quotes.

In the last example, we **delete** the word "northern" from **field** 17. Anything placed inside the quotes will be deleted from the field. If no quotes are used, the entire contents of the field will be deleted.

It is a good idea to use the SHOW command after making a change to a field to verify that field's final contents.

5. Disposition of Documents. After you have created or modified a document, you must release it from the workspace. There are four ways you may do this:

CLEAR -- This command will remove the document from the workspace without saving any of the changes you made. If you CLEAR a just-created document, the document **will not** exist in the data.

PUT -- This command will enter your document into the data base, with any changes you have made. If you have created a new document, the PUT command will add it to the data base. Actually, documents which are PUT are entered into a special queue file that is updated into the data base every two weeks or so. This means that the changes you make today will not be entered into the permanent data base until the next update, at most, two weeks.

HOLD -- This command **will** place a document in a special file so that you may come back to it and make further updates before it is finally PUT. A document which is placed on HOLD will stay in the queue file, not entering the data base until it is again brought to OLIVE via the GET command and finally PUT .

DELETE -- This command will mark a document for total deletion. Use this only if there is absolutely no further need for a document. In the event you make a mistake and the document is really wanted, GET it again and then DISCARD it from the work space. THIS MUST BE DONE BEFORE THE DATA BASE UPDATE.

DISCARD -- This command will "purge" any **action** pending on the document in the workspace. That is, it will cancel a PUT , HOLD, or DELETE. Therefore, GET the document if it is not **already** in the workspace. If the document is in the queue file, having been previously put there by a PUT, HOLD, " or DELETE, it will be removed.

It is a matter of policy that a DD Form 1995-2 document cannot be entered into the permanent data base until certain fields are completed. Due to this, if you attempt to PUT a document which has required fields missing, the computer will inform you that those fields are still blank. If you must leave them blank, place the document on HOLD until the required fields can be completed, then you can PUT the document.

The format of these commands is very simple:

```
ENTER NEXT OLIVE COMMAND  
/ PUT
```

The format is exactly the same for the CLEAR and HOLD commands.

You must release a document from the workspace before another may be brought into it, or created. If you attempt to perform a MAKE or GET without first using the CLEAR, PUT, or HOLD, you will receive an error message.

If you are inadvertantly disconnected from INFOCEN with a document left in the workspace, that document is locked up until you run the Function OLIVE (OLIVE RECOVERY) from the main menu (page 2-5) to recover the document. The system will not allow you to re-MAKE, EDIT, **or DELETE** a locked document.

#### B., FACINPUT

FACINPUT is an additional means of entering data during the initial input of the Audiovisual Annual Report Form 2054/1 and /2. FACINPUT is a separate work file constructed to allow users to input data without disturbing the production data base. The main advantage in using FACINPUT is that certain checks and balances have been added to the input process by each Component.